



# Texas Facilities Commission

## Employment Opportunities

JOB Vacancy Notice: FY 22-16		
Business Title: HVAC Mechanic	State Classification: HVAC Mechanic III	
Salary Group: A18	Salary: \$4,584.00 (month) \$55,008.00 (year)	Hours/Week: 8:00am-5:00pm, M-F*
Location: Central Services Building, 1711 San Jacinto Blvd., Austin TX 78701		
Posting Date: 11/03/2021	FLSA Status: Nonexempt	Hours: 40
Closing Date: Open until filled	Shift Differential:	Openings: 1
Division: Chief Operations	Program: Facilities Operations	

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

\*Must be able to work flexible hours during a legislative session and as needed.

\*Must be on the on-call rotation.

### **JOB SUMMARY:**

Performs advanced (senior-level) heating, ventilation, and air conditioning (HVAC) equipment work. Work involves installing, repairing, maintaining, and servicing plant equipment and component parts in units such as Chillers, Boilers, RTUs and Exhaust ventilation, within the buildings maintained by TFC. May assign and supervise the work of others. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- ◆ Overhauls and maintains Chill water pumps, Condensing water pumps, air compressors, recirculating pumps associated with air conditioning and heating equipment.
- ◆ Repairs and replaces worn or broken parts on RTUs, AHU's condensers, compressors, water pumps and vacuum pumps.
- ◆ Removes and installs motors, dampers, thermostats, and humidistats (electrical and pneumatic), associated with VAVs and FPBs.
- ◆ Installs and setup Variable frequency drives, Motor Starters and electrical components related to HVAC equipment.
- ◆ Analyze refrigeration equipment for leaks, refrigerant charge and metering device problems.
- ◆ Familiar with refrigerants R-11, R-123 410A, R-22, R-134A
- ◆ Install and Adjust expansion valves, add refrigerant to HVAC units using PT charts and manufactures recommendations.
- ◆ Familiar with large chillers, air cooled and water cooled with the understanding of Cooling Towers and pumps associated with them.
- ◆ Familiar with Steam Boilers, Condensing Boilers and the components associated with them.
- ◆ Maintains records and prepares reports on repairs and service to equipment.
- ◆ Plan and oversee the replacement of air conditioning and heating systems.
- ◆ May plan, assign and/or supervise the work of others.
- ◆ Performs related duties as assigned.
- ◆ Communicate with personal via Text, E-mail, and Video through provided iPhone.

### **MINIMUM QUALIFICATIONS:**

- ◆ Vocational or technical training in air conditioning systems or a related mechanical field.
- ◆ Five (5) yrs. experience in the maintenance and HVAC work of large facilities, including one (1) year supervisory or lead worker experience.
- ◆ Education may be substituted for one yr. of experience.



# Texas Facilities Commission Employment Opportunities

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Knowledge and proficiency in the tools and terms of the trade.
- ◆ Knowledge of the current HVAC Uniform Mechanical Codes.
- ◆ Skilled in the use of digital volt, ohm and amp meters.
- ◆ Skilled in the use of HVAC Soldering, mechanical welding and to perform preventive maintenance on all types of HVAC and refrigeration equipment.
- ◆ Skilled in HVAC troubleshooting of electrical systems, identify components and repair.
- ◆ Skilled in the use of a Personal Computers, iPhones, Texting, and Video use for documenting problems.
- ◆ Skilled in planning, assigning, and/or supervising the work of others.
- ◆ Ability to exercise caution and prevent hazards.
- ◆ Safely operate hand and power tools.
- ◆ Ability to estimate materials and labor on HVAC and refrigeration jobs.
- ◆ Ability to follow instructions with plans in written or oral form and to work from blueprints and sketches.
- ◆ Ability to complete daily paperwork and route appropriately.
- ◆ Ability to maintain effective working relationships with peers, agency personnel, tenants, and the general public.
- ◆ Ability to communicate effectively, both orally and in writing.

## **Registration, Certification or Licensure:**

- ◆ EPA CFC Certification for HVAC (Type II, Type III or Universal).
- ◆ Valid State of Texas Class "C" driver license.
- ◆ R410A Certification preferred. Required to obtain R410A Certification 30 days from date of hire.
- ◆ Class A license in Environmental HVAC (preferred).

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. of product and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of MM Machinist's Mate, 6073 Support Equipment Electrician/Refrigeration and Engine/Gas Turbine Technician, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**



# Texas Facilities Commission Employment Opportunities

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 14903469**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433